

Looking for a Career In Government?

Career Intern Program Opportunity

Budget Analyst Intern Position

Department of Energy,

Office of the Chief Information Officer,

Germantown, Maryland

Closing Date: May 8, 2003



About DOE: The Department of Energy's (DOE) mission is to enhance national security, for which responsibility is shared between four principal program lines – National Defense; Energy; Science; and Environment. Operating nuclear production facilities, science laboratories, power marketing administrations, and environmental clean-up sites in 35 states, DOE is responsible for many key accomplishments in fields that include alternate fuel vehicles, biological and environmental research, energy efficiency, clean power and industrial technologies, medical technologies, gene research, and computers and microelectronics. DOE is the nation's top sponsor of research and development and has won more R&D awards than any private sector organization and twice as many as all other federal agencies combined. DOE's national defense programs are responsible for ensuring the integrity and safety of the country's nuclear weapons; promotion of international nuclear safety and non-proliferation; and administering the Naval Nuclear Propulsion Program for the U.S. Navy. Visit the Department's website at: <http://www.energy.gov>.

The Chief Information Officer (CIO) is the principal advisor to the Secretary, Deputy Secretary and program offices on information-related technologies, staff and projects across the agency. Current challenges include ensuring information technology capital investments are tied to the budget process; upgrading cyber security and reinforcing that information technology is key to effectively managing DOE programs.

Budget Analyst Intern Position: This is a full-time position located in Germantown, Maryland. The selected individual will be appointed under the Federal Career Intern Authority, a 2-year excepted service appointment that can be converted to permanent upon successful completion of work and developmental requirements.

Typical Intern Career Progression (all salaries include locality pay):

Begin at GS-9 step 1 on July 1, 2003 at \$40,044

Between January 1, 2004 and July 1, 2004, promoted to GS-11 step 1, currently \$48,451.

One year after promotion to GS-11, promoted to GS-12, currently \$58,070.

Duties: The Intern will perform progressively responsible assignments that assist in the CIO's budget formulation, and will evaluate and analyze changes in the appropriated and Working Capital Funds (WCF) and their effect on budget projections. Participates in the formulation of policies and procedures for the preparation, documentation and implementation of consistent financial planning and budgeting for the Office. Provides feedback reports to Departmental program and field organizations regarding WCF funds for information technology projects and the need for additional funds to execute these projects.

About the CIP Program: The Career Intern Program (CIP) develops professional staff to manage a variety of programs and projects within the DOE. The CIP strives to provide experiences that build and strengthen the individuals' technical knowledge base, demonstrate the application of theory to real world problems and allows practice applying business knowledge in actual work situations. The program involves a combination of work situations, an aggressive internal training program, mentoring and one rotational assignment

Qualification Requirements: Open to candidates who have or will have by June 2003 at a minimum a master's degree in business or a related discipline or equivalent experience (refer to the CIP website at <http://www.ma.mbe.doe.gov/pers/cip/index.htm> or the OPM website at <http://www.opm.gov/qualifications/index.htm> for more specific qualification requirements).

Preferred Degrees:

- ✓ Business
- ✓ Finance
- ✓ Accounting

Program Requirements:

Employment is contingent upon:

- ✓ U.S. Citizenship
- ✓ Confirmation of Selective Service Registration
- ✓ Ability to meet suitability requirements
- ✓ Receipt of an official transcript
- ✓ Completion of all qualifications requirements

Annual Salary:

Initial salary range is **\$40,044 - \$52,058.**

Top Candidates Must Demonstrate The Following:

1. Knowledge of budget analysis concepts, principles, practices and techniques to perform difficult and complex assignments (as evidenced by scholastic achievement and/or relevant work experience).
2. Ability to plan and organize data (as evidenced by a thesis, participation in a complex study, leadership in an active student or outside organization).
3. Ability to analyze complex problems (as evidenced by scholastic performance and relevant work experience).
4. Ability to effectively communicate both orally and in writing.
5. Ability to work effectively with others as a member of a team or team leader (as evidenced by team projects, leadership positions, or outside activities).

Benefits:

- ✓ Possibility of an accelerated promotion (after the first 6 months at work)
- ✓ Formal training plan and job rotation assignment
- ✓ Annual (vacation), donor, military, and sick leave
- ✓ Alternative work schedules and telecommuting
- ✓ Family friendly work environment
- ✓ Quality of Worklife center/programs
- ✓ Group health insurance plans (several)
- ✓ Group life insurance plan
- ✓ Retirement Plan
- ✓ Thrift savings plan (equivalent to a 401-K plan)
- ✓ Assigned Mentor
- ✓ Non-Competitive Promotion to the GS-12
- ✓ Possibility of Monetary Awards

Helpful Links:

- <http://www.ma.mbe.doe.gov/pers/cip/index.htm>
Career Intern Program
- www.opm.gov learn about Federal positions
- www.energy.gov - DOE home page
- <http://cio.doe.gov> -Office of the CIO home page

How To Apply:

Résumés must be received in the DOE/Office of Human Resources Management by the closing date of May 8, 2003. All application materials are to be directed to Kenneth Fields, Human Resources Specialist at U.S. Department of Energy, Office of Human Resources Management, ME-53, 1000 Independence Ave., SW, Room 4H-090, Washington DC. 20585. Application materials should be faxed to 202-586-0588 or e-mailed to: <mailto:ciointernship@hq.doe.gov>.

1. Résumé – Stating qualifications and experience
2. Unofficial Transcript
3. If you are claiming veterans' preference, you must submit a "DD214-Military Discharge" by the closing date of this notice to ciointernship@hq.doe.gov or fax to 202-586-0588

If you have questions, please contact Kenneth Fields, Office of Human Resources Management (202) 586-0283.

Positions are filled without regard to race, color, religion, sex, national origin, age, marital status, disabling condition, political affiliation, or any other non-merit factor. For further information, you may contact the Office of Human Resources Management at the above address. The Department of Energy provides reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Resources Management. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

DOE is an Equal Employment Opportunity Employer